

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL (RFP)**

---

**ISSUE DATE:** September 8, 2006

**RFP #: 17-07kh**

**TITLE:** Recycling System

**ISSUED BY:** Fauquier County Government and Public Schools (Owner)  
Procurement Division  
320 Hospital Drive, Suite 23  
Warrenton, VA 20186

Sealed Proposals Will Be Received Until October 6, 2006 at 3:00 p.m., For Furnishing the Services Described Herein.

Time for Completion: Once an award has been made, the successful Contractor shall complete all work under this contract within ninety (90) days of Notice to Proceed.

**Mandatory Pre-Proposal Conference:** A Mandatory Pre-proposal conference will be held on September 20, 2006 at 10:00 a.m., at the Department of Environmental Services, 6438 College Street, Warrenton, VA (see Section 3, page 3)

All Inquiries For Information Should Be Directed To: Kathie Haggerty, CPPB, VCCO, Phone: (540) 428-8714, e-mail: kathie.haggerty@fauquiercounty.gov.

**IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING DEPARTMENT SHOWN ABOVE, IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: ALICE JANE CHILD OFFICE BUILDING, 320 HOSPITAL DRIVE, SECOND FLOOR, SUITE 23.**

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name And Address Of Firm:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

(Signature in Ink)

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Title: \_\_\_\_\_

FEI/FIN NO.: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

**\*\*\*RETURN THIS PAGE\*\*\***

## TABLE OF CONTENTS

<b><u>SECTION NO.</u></b>	<b><u>SECTION HEADING</u></b>	<b><u>PAGE NO.</u></b>
1	PURPOSE	3
2	BACKGROUND	3
3	MANDATORY PRE-PROPOSAL CONFERENCE	3
4	STATEMENT OF NEEDS	4
5	PROPOSAL PREPARATION/SUBMISSION REQUIREMENTS	5
6	EVALUATION AND AWARD CRITERIA	5
7	SPECIAL TERMS AND CONDITIONS	6
	GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS/OFFERORS	9 8
	INSURANCE REQUIREMENTS	15
	PROPOSAL FORM (PAGES 16-21)	16-21
Attachment 1	SCHEMATIC OF PRESENT RECYCLING FACILITY	22
Attachment 2	SCHEMATIC OF FUTURE RECYCLING FACILITY	23

## 1. **PURPOSE**

The purpose of this Request for Proposal (RFP) is to obtain the services of a qualified Contractor to provide design and equipment for a fully operational recycling system at the Corral Farm Landfill located in Warrenton, VA. All services shall be provided in accordance with the specifications contained herein and attached hereto. This solicitation is issued by the Fauquier County Government and Public Schools Procurement Division on behalf of the County of Fauquier, a political subdivision of the Commonwealth of Virginia, herein referred to as "Owner".

- 1.1 For ease of reference, each organization submitting a response to the Request for Proposal will hereinafter be referred to as an "Offeror". An offeror whose proposal would result in a formal agreement will hereinafter be referred to as a "Contractor".
- 1.2 The contents of the proposal submitted by the successful offeror, this RFP (including general and special terms and conditions) and all modifications made thereof, will become part of any contract awarded as a result of this solicitation. The successful firm will be required to sign a contract with the Owner.

## 2. **BACKGROUND**

Fauquier County began recycling processing in the mid-late 1990's in a metal shell building located on the Corral Farm Landfill property located adjacent to Warrenton, Virginia. The recycling operation and equipment today is the same as originally begun. Delivered materials are stored outside in concrete bunkers. Attachment 1 provides a schematic representation of the existing operation.

The current processing operation includes a small hopper, incline conveyor, magnet, sorting table and 4-cubic yard carts. The existing horizontal baler is a manual tie system that is fed by a JCB Loadall raising carts with sorted material 10-13 feet in the air to feed an elevated hopper. The Owner recently purchased a skid steer loader to support the aging JCB Loadall (compact wheel loader).

Three phase electricity is in place in the recycling building.

Materials presently being sorted and baled by the horizontal baler in the recycle building are plastic #1 and plastic #2. Aluminum and steel cans are sorted and then hauled loose to a processor.

Glass is separated and stored in a bunker until grinding operations begin. It's anticipated that glass cullet will be used beneficially in a variety of ways locally.

Presently, no OCC (cardboard) or ONP (newspaper) is processed through the recycling building because the equipment does not readily allow baling of this material. ONP and OCC are hauled directly from collection sites to a commercial processor.

Textiles are sorted by hand and compacted in a vertical baler. The vertical baler is presently located within the recycling building but will be moved to an adjacent building before new recycling equipment is installed.

Fauquier County currently receives approximately 65,000 tons of municipal waste and 130,000 tons of construction and demolition waste annually. A C&D recycling facility is currently being permitted and constructed that will greatly expand cardboard and plastic quantities to be recovered and baled.

3. **MANDATORY PRE-PROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be at 10:00 a.m., September 20, 2006 at the Department of Environmental Services, 6438 College Street, Warrenton, VA. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all Offerors having a clear understanding of the scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those Offerors who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:15 a.m.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

#### 4. **STATEMENT OF NEEDS**

- 4.1 Fauquier County invites interested Offerors to submit a proposal offering the following –
- (1) a recycling equipment design within and adjacent to an existing metal-shell building
  - (2) fabrication and equipment assembly to allow manual (and magnetic) sorting of household-generated recyclable materials and baling of larger, bulky items
  - (3) specifications & plans for required site improvements to allow equipment installation
  - (4) installation in phases at Owner discretion
  - (5) operational and preventive maintenance training
  - (6) warranty repair and maintenance service
  - (7) optional financing to be utilized at Owner discretion
- 4.1.1 Offerors should submit a proposal that provides a turnkey, fully operational system. Owner will be responsible for site improvements only (foundations, earthwork, modifications to existing structure and providing an electrical source within the building).
- 4.1.2 The system(s) being proposed must be able to readily process and bale newspaper, cardboard, mixed paper, office paper, aluminum cans, steel cans, and plastic film and bottles.
- 4.1.3 A schematic layout (Attachment 2) is provided for two (2) processing/baling operations to guide Offerors in their proposal preparation. One processing system is designed to process household recyclable items (bottles, cans, etc.). The second processing system should be capable of baling substantial quantities of cardboard, carpet and mixed plastics. Since these materials are generated from the construction-demolition waste stream, a screen to remove fines is required.
- 4.1.4 The table below lists the current and anticipated material tonnages. The key building specifications which are shown on the attached diagram is also shown below.

##### **Current & Anticipated Material Tonnages** (within 3 years)

<b>Material</b>	<b>Tonnage for Year ending June 30, 2006</b>	<b>Anticipated Annual Tonnage</b>
Newspaper	307	500
Cardboard	295	6,000
Office Paper	25	50
Mixed Paper	250	400
Plastic #1	40	45
Plastic #2	29	35
Other Plastics	--	1,000
Aluminum cans	19	25
Steel cans	26	35

##### **Key Building Specifications – see diagram**

Location of pedestrian (3 foot) door – 1 on north & west side of building

Location & size of bay doors – 16 feet wide x 13 feet 11 inches

Building (inside) size – 46.5 feet wide x 88 feet long

Building (inside) height clearance – 15 feet maximum

Electrical specification – 3 phase, 200 amp

Location of electric lines, phone lines, boxes – service in southwest corner, lines along south & east wall

Location of leachate drains – center line of building, center & west side

Location of proposed exhaust fan(s) – east & west side in skylights

Location of heaters – elevated in corners

Location of designated storage – (baling wire, ppe, other) – north wall

Location of supervisor's desk/employee break area – north wall

#### 4.1.4 **Proposed Recycling System Design**

The Owner desires the equipment which is listed below. Since funding is limited, Offerors are requested to submit a cost proposal for each type of equipment for the Owner to consider, however, actual equipment purchased will be dependent on costs and ability to phase expenses.

##### 4.1.4.1 **Equipment to Process Household Recyclable Materials (Items A1-A8)**

###### A1. In-Pit Conveyor

Exterior (outside) pit location, parallel to building wall, separated from building by a push wall  
Lower (below grade) horizontal area minimum 15 feet length

###### A2. Incline Conveyor & Screen

Receives material from In-Pit Conveyor, situated at 90 degrees to In-Pit Conveyor, rises above ground level & penetrates building wall  
In-line screen removes fines (trash)  
Discharges material onto elevated sorting conveyor

###### A3. Magnetic Separator

Separates steel/tin cans from aluminum cans.

###### A4. Elevated Sorting Platform & Conveyor

Elevated horizontal conveyor to allow sorters to manually open bags, and sort recyclable materials (glass, cans, plastic) into Storage Bins; sorters will recover aluminum cans, plastic bottles & 3 glass. Remaining trash is negative sort at end of conveyor.

###### A5. Storage of Sorted Materials

Storage is required for steel cans, aluminum cans, plastic-1, plastic-2, plastic 3/7, other. Three colors of glass will be sorted and discharged through chutes to outside roll-off containers.

###### A6. Conveyor/Incline Conveyor

Direct feed from storage system into hopper/baler.

###### A7. Horizontal Baler

Horizontal baler  
See attached approximate specifications

###### A8. Operator & Mechanic Training Program- Comprehensive operator & preventative maintenance training program (to begin after complete installation & acceptance by Owner; minimum requirement 2 days, 3 employees)

##### 4.1.4.2 **Equipment to Process Large, Bulky Items (cardboard, carpet, miscellaneous plastics) (Items B1-B4)**

###### B1. In-Pit Conveyor

Exterior (outside) pit location, perpendicular to building wall & separated by a push wall  
Large conveyor belt to handle OCC, carpet, vinyl siding, etc.

###### B2. Incline Conveyor (from pit to hopper/baler)

###### B3. Horizontal Baler

Feed horizontal baler

###### B4. Operator & Mechanic Training Program-Comprehensive operator & preventative maintenance training program (to begin after complete installation & acceptance by Owner; minimum requirement 2 days, 3 employees)

#### 4.3 **Contract Administration**

The Fauquier County Department of Environmental Services has been assigned responsibility for administration of the resulting contract. The Procurement Division has designated the Director of Environmental Services, or designee, as the Contract Administrator. This individual is the interpreter of the conditions of the contract and the judge of its performance. He will use all powers under the contract to enforce its faithful performance. The Contract Administrator will determine the amount, quality, acceptability, and fitness of all aspects of the work. Any modifications made must be authorized by the Procurement Division and issued as a written amendment to the Contract.

## **5.0 PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

### **5.1 General Requirements**

RFP Response. In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and five (5) copies of the proposal response shall be submitted to the Procurement Division and the Offeror shall make no other distribution of the proposal.

#### **5.1.2 Proposal Preparation**

5.1.2.1 An authorized representative of the Offeror shall sign the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Procurement Division requiring prompt submission of missing information and/or giving lowered evaluation of the proposal. Proposals which are substantially incomplete or lacking key information may be rejected by the procurement division. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

5.1.2.2 Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

5.1.2.3 All pages of the Proposal Form (pages 16-21) must be completed and returned. If a response covers more area than provided on the form, a separate sheet should be used citing the original question and page number. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. The Offeror's proposal should provide all the information that it considers pertinent to its qualifications for the project and which respond to the Statement of Needs described.

#### **5.2 Specific Proposal Requirements**

5.2.1 Offeror shall fully complete and return the Certification page Insurance Checklist, and the Proposal Form, including any financing agreement that Offeror proposes (pages 16-21), along with any addenda, acknowledgements, signed and filled out as required.

5.2.2 Offeror shall demonstrate their experience by providing information on existing representative facilities.

5.2.3 Offeror shall indicate their compliance with RFP or specifically state exceptions, including providing any proposed language, in this section of proposal response.

## **6.0 EVALUATION AND AWARD CRITERIA**

6.1 Evaluation Criteria. An Evaluation Committee will evaluate the proposals using the following criteria.

6.1.1 Experience as demonstrated by existing representative facilities.

6.1.2 Ability of Offeror to provide routine and emergency service and repairs and ability to meet the delivery schedule noted in Section 6.3.

6.1.3 Compliance with the Statement of Needs and Terms and Conditions of the RFP.

6.1.4 Proposed costs/fees as outlined in the Proposal Form.

6.2 Award of Contract: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the valuation factors included in the Request for Proposals,

including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the Owner shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Owner may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359(D), Code of Virginia). Should the Owner determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

- 7.0 **Completion of Work:** Contractor shall substantially complete work under this contract within ninety (90) days from Notice of Award. Substantial Completion means the condition when the Owner agrees that the Work, or a specific portion thereof, is sufficiently complete, in accordance with the Contract Documents, so that it can be utilized by the Owner for the purposes for which it was intended. The Owner at its sole discretion may, after obtaining the necessary approvals and certificates, take Beneficial Occupancy at this time or choose to wait to occupy until after Total Completion is achieved.

- 8.0 **Insurance:** By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the insurance coverage specified in Attachment A at the time the work commences. Additionally, it will maintain this coverage during the entire term of the contract and that all insurance coverage will be provided by the insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of contract, Owner reserves the right to require the Contractor to furnish certificates of insurance for the coverage required and naming Fauquier County Government and School Board of Fauquier County as additional insured.

9.0 **SPECIAL TERMS AND CONDITIONS**

- 9.1 **Laws and Regulations:** The Contractor shall give all notices and comply with all laws, ordinances, regulations and lawful orders of any public authority bearing on the performance of the work.

This Contract and all other contracts and subcontracts are subject to the provisions of Articles 3 and 5, Chapter 4, Title 40.1, Code of Virginia (1950), as amended, relating to labor unions and the "right to work", and all Contractors or Subcontractors, whether residents or nonresidents of Fauquier County, who perform any work related to the project shall comply with all of said provisions.

The Contractor shall furnish the Owner copies of affidavits upon request giving original dates, renewal dates and expiration dates of all labor contracts related to any phase of the work to be performed on the project site under this contract.

The provisions of all regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia (1950), as amended, shall apply to all work under this Contract.

- 9.2 **Superintendence by Contractor:** The Contractor shall be responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract except where otherwise specified in the Contract Documents.

The Contractor shall, at all times, enforce strict discipline and good order among the workers on the project, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her.

- 9.3 **Protection of Persons and Property:** The Contractor expressly undertakes, both directly and through its Subcontractors, to take every precaution at all times for the protection of persons and property, including Owner employees and property and its own.

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

The Contractor shall continuously maintain adequate protection of all work from damage and shall protect the Owner's property from injury or loss arising in connection with this contract. The Contractor shall make good any

such damage, injury or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Owner. The Contractor shall adequately protect adjacent property as provided by law and the Contract Documents, and shall provide and maintain all passageways a, guard fences, lights and other facilities for protection required by public authority, local conditions, or any of the Contract Documents.

In an emergency affecting the safety or life of individuals, or of the work, or of adjoining property, the Contractor, without special instruction or authorization from the Owner, is hereby permitted to act, at its discretion, to prevent threatened loss or injury. Also, should the Contractor to prevent threatened loss or injury, be instructed or authorized to act by the Owner, he shall so act, without appeal. Any additional compensation or extension of time claimed by the Contractor on account of any emergency work shall be determined as provided in the contract.

9.4 Conflict of Interest: Offeror certifies by signing proposal to the Owner that no conflict of interest exists between the Offeror and the Owner that interferes with fair competition and no conflict of interest exists between the Offeror and another person or organization that constitutes a conflict of interest with respect to the contract with the Owner.

9.5 Warranty: The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new, first class, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be first class and in accordance with Contract Documents and shall be performed by persons qualified in their respective trades. Work not conforming to these warranties shall be considered defective. The warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in the Contract.

Offeror shall attach warranty for all equipment with their proposal. All equipment, fixtures, and components shall be installed per manufacturer's installation instructions and shall carry a minimum two (2) years, 4000 hours. All extended warranties furnished by manufacturers of equipment or fixtures shall be passed on to the Owner.



# GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS/OFFERORS

Revised 9/15/03

Vendor: These general rules and conditions shall apply to all purchases and be a part of each solicitation and every contract awarded by the Procurement Division, unless otherwise specified. The Procurement Division is responsible for the purchasing activity of Fauquier County and the Fauquier County School Board. The term "Owner" as used herein refers to the contracting entity which is the signatory on the contract and may be either Fauquier County, or the Fauquier County School Board, political subdivisions of the Commonwealth of Virginia, or both. Bidder/Offeror or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids/proposals: failure to do so will be at the bidder's/offeror's own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, bids/proposals on all solicitations issued by the Procurement Division will bind bidders/ offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

1. **AUTHORITY**-Except as delegated in the Procurement Procedures Manual, the Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order issued by the Owner. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned buyers. Unless specifically delegated by the Purchasing Agent, no other Owner officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the Owner for an indebtedness. Any purchase order or contract made which is contrary to these provisions and authorities shall be of no effect and void and the Owner shall not be bound thereby.

2. **COMPETITION INTENDED:** It is the Owner's intent that this solicitation permit competition. It shall be the Bidder's/Offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in this solicitation to a single source. The Purchasing Agent must receive such notification not later than five (5) business days prior to the deadline set for acceptance of the bids/proposals.

## CONDITIONS OF BIDDING

3. **CLARIFICATION OF TERMS** - If any Bidder/ Offeror has questions about the specifications or other solicitation documents, the prospective Bidder/ Offeror should contact the buyer whose name appears on the face of the solicitation no later than three (3) business days prior to the date set for the opening of bids or receipt of proposals. Any revisions to the solicitation will be made only by addendum issued by the Buyer. Notifications regarding specifications may not be considered if received in less than three (3) business days of the date set for opening of bids/receipt of proposals.

4. **MANDATORY USE OF OWNER FORM AND TERMS AND CONDITIONS:** Failure to submit a bid/proposal on the official Owner form provided for that purpose shall be a cause for rejection of the bid/proposal. Unauthorized modification of or additions to any portion of the Invitation to Bid or Request for Proposal may be cause for rejection of the bid/proposal. However, the Owner reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any bid or proposal which has been modified.

5. **LATE BIDS/PROPOSALS & MODIFICATION OF BIDS/PROPOSALS:**

Any bid/proposal/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/proposal/modification is considered a late bid/proposal/modification.

The Owner is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder/Offeror to ensure their bid/proposal reaches the Procurement Division by the designated date and hour.

a. The official time used in the receipt of bids/ proposals is that time on the automatic time stamp machine in the Procurement Division.

b. Late bids/proposals/modifications will be returned to the Bidder/Offeror UNOPENED, if solicitation number, acceptance date and Bidder/Offeror's return address is shown on the container.

c. If the Owner closes its offices due to inclement weather scheduled bid openings or receipt of proposals will be extended to the next business day, same time.

## 6. WITHDRAWAL OF BIDS/PROPOSALS:

A Bidder/Offeror for a contract other than for public construction may request withdrawal of his or her bid/proposal under the following circumstances:

a. Bids/Proposals may be withdrawn on written request from the Bidder/Offeror received at the address shown in the solicitation prior to the time of acceptance.

b. Requests for withdrawal of bids/proposals after opening of such bids/proposals but prior to award shall be transmitted to the Purchasing Agent, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the Owner may exercise its right of collection.

No Bid/Proposal may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid/Proposal of the same bidder/offeror or of another bidder/offeror in which the ownership of the withdrawing bidder/offeror is more than five percent. In the case of Invitation for Bid's, if a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid. No bidder/offeror who is permitted to withdraw a bid/proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid/proposal was submitted.

7. **ERRORS IN BIDS/PROPOSALS** – When an error is made in extending total prices, the unit bid price will govern. Erasures in bids/proposals must be initialed by the bidder/offeror. Carelessness in quoting prices, or in preparation of bid/proposal otherwise, will not relieve the Bidder/Offeror. Bidders/Offerors are cautioned to recheck their bids/proposals for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his or her bid is accepted.

8. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid/proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

**ADDRESSED AS INDICATED ON PAGE 1**  
**IFB/RFP NUMBER**  
**TITLE**  
**BID/PROPOSAL DUE DATE AND TIME**  
**VENDOR NAME AND COMPLETE MAILING ADDRESS**  
**(RETURN ADDRESS)**

If a bid/proposal is not addressed with the information as shown above, the Bidder/Offeror takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the bid/proposal to be disqualified. Bids/Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

9. **ACCEPTANCE OF BIDS/PROPOSALS:** Unless otherwise specified, all formal bids/proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance. At the end of the one hundred twenty (120) calendar days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

10. **CONDITIONAL BIDS:** Conditional bids are subject to rejection in whole or in part.

11. **BIDDERS PRESENT:** At the time fixed for the opening of responses to a bid, bid contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly. Bid tabulations are posted on the Procurement Division's Bulletin Board for a minimum of 10 days from award date.

At the time fixed for the receipt of responses for Request for Proposals, only the names of the offerors will be read and made available to the public.

12. **RESPONSE TO SOLICITATIONS:** In the event a vendor cannot submit a bid on a solicitation, the vendor is requested to return the solicitation cover sheet with an explanation as to why the vendor is unable to bid on these requirements. Because of the large number of firms listed on the Owner's Bidders List, it may be necessary to delete from this list the names of those persons, firms or corporations who fail to respond after having been invited to bid for three (3) successive solicitations. Such deletion will be made only after formal notification of the intent to remove the firm from the Owner's Bidder's List.

13. **BIDDER INTERESTED IN MORE THAN ONE BID:** If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.

14. **TAX EXEMPTION:** The Owner is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must

be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder/Offeror.

15. **DEBARMENT STATUS:** By submitting their bids/proposals, Bidders/Offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the Owner, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by the Owner or any agency, public entity/locality or authority of the Commonwealth of Virginia.

16. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by the Owner. By submitting their bids/proposals, all Bidders/Offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, Offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

17. **NO CONTACT POLICY:** No Bidder/Offeror shall initiate or otherwise have contact related to the solicitation with any Owner representative or employee, other than the Procurement Division, after the date and time established for receipt of bids/proposals. Any contact initiated by a Bidder/Offeror with any Owner representative, other than the Procurement Division, concerning this solicitation is prohibited and may cause the disqualification of the Bidder/Offeror from this procurement process.

#### **SPECIFICATIONS**

18. **BRAND NAME OR EQUAL ITEMS:** Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the Owner in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Owner to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the Bidder clearly indicates in its bid/proposal that the product offered is "equal" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

19. **FORMAL SPECIFICATIONS:** When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.

20. **OMISSIONS & DISCREPANCIES:** Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.

The Bidder/Offeree shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

21. **Condition of Items:** Unless otherwise specified in the solicitation, all items shall be new, in first class condition.

#### **AWARD**

22. **AWARD OR REJECTION OF BIDS:** The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the Owner to accept it. Awards made in response to a RFP will be made to the highest qualified offeror whose proposal is determined, in writing, to be the most advantageous to the Owner taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids/proposals and to waive any informality in bids/proposals received whenever such rejection or waiver is in the best interest of the Owner. Award may be made to as many bidders/offers as deemed necessary to fulfill the anticipated requirements of the Owner. The Purchasing Agent also reserves the right to reject the bid if a bidder is deemed to be a non-responsible bidder.

23. **ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a contract as a result of this solicitation, the Procurement Division will publicly post such notice on the bulletin board located on the 2<sup>nd</sup> Floor, 320 Hospital Drive, Warrenton, Virginia. Award results may be viewed at the Procurement Website at [www.fauquiercounty.gov/government/departments/procurement](http://www.fauquiercounty.gov/government/departments/procurement).

24. **QUALIFICATIONS OF BIDDERS OR OFFERORS:** The Owner may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder/Offeree to perform the work/furnish the item(s) and the Bidder/Offeree shall furnish to the Owner all such information and data for this purpose as may be requested. The Owner reserves the right to inspect Bidder's/Offeree's physical facilities prior to award to satisfy questions regarding the Bidder's/Offeree's capabilities. The Owner further reserves the right to reject any bid or proposal if the evidence submitted by or investigations of, such Bidder/Offeree fails to satisfy the Owner that such Bidder/Offeree is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

25. **TIE BIDS:** In the case of a tie bid, the Owner may give preference to goods, services and construction produced in Fauquier County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the Code of Virginia. If no County or Commonwealth choice is available, the tie shall be decided by lot.

#### **CONTRACT PROVISIONS**

26. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in any respects by the laws of Virginia, and any litigation with respect thereto shall be brought in the Circuit Court of Fauquier County, Virginia. The Contractor shall comply with applicable federal, state and local laws and regulations.

27. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their bids, Bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

28. **ANTI-TRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Owner all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States and Fauquier County, relating to the particular goods or services purchased or acquired by the Owner under said contract. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for Anti-Trust violations.

29. **PAYMENT TERMS:** Unless otherwise provided in the solicitation payment will be made forty-five (45) days after receipt of a proper invoice, or forty-five (45) days after receipt of all goods or acceptance of work, whichever is the latter.

1. Invoices for items/services ordered, delivered/performed and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number, purchase order number, and any federal employer identification number.

2. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 45 days, however.

3. The date of payment shall be deemed the date of postmark in all cases where payment is made by mail.

30. **PAYMENT TO SUBCONTRACTORS:** A contractor awarded a contract under this solicitation is hereby obligated:

1. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Owner for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

2. To notify the Owner and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Owner, except for amounts withheld as stated in 2 above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Owner.

31. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Purchasing Agent.

32. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to other remedies which the Owner may have.

33. **ANTI-DISCRIMINATION:** By submitting their bids/proposals, Bidders/Offers certify to the Owner that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the

Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, §2.2-4343.1(E)).

In every contract over \$10,000 the provisions in A and B below apply:

A. During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.

B. The Contractor will include the provisions of A. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

34. **INVOICES:** Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the IFB/RFP number and/or purchase order number.

35. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

A. The parties may agree to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

B. The Owner may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Owner a credit for any savings. Said compensation shall be determined by one of the following methods.

1. By mutual agreement between the parties in writing; or

2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Owner's right to audit the Contractor's records and/or determine the correct number of units independently; or

3. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Owner with all vouchers and records of expenses incurred and savings realized. The Owner shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Procurement Division within thirty (30) days from the date of receipt of the written order from the Procurement Division. If the parties fail to agree on an amount of adjustment, the questions of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for relieving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Owner or with the performance of the contract generally.

C. No modification for a fixed price contract may be increased by more than 25% or \$50,000, whichever is greater without the advanced written approval of the Board of Supervisors or the School Board, as applicable.

36. **INDEMNIFICATION:** Contractor shall indemnify, keep and save harmless the Owner, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the Owner in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Owner as herein provided.

37. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

38. **TERMINATION:** This Section Intentionally Left Blank.

## DELIVERY PROVISION

39. **SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 2:30 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the contractor to insure compliance with these instructions for items that are drop-shipped.
40. **RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the Owner may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.
41. **INSPECTIONS:** The Owner reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the Owner will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Owner for such materials or supplies as are not in accordance with the specifications.
42. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the solicitation or as directed by the Procurement Division when not in conflict with the bid/contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Procurement Division, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the Owner, there shall be added to the time of completion a time equal to the period of such delay caused by the Owner. However, the contractor shall not be entitled to claim damages of extra compensation for such delay or suspension. These conditions may vary for construction contracts.
43. **POINT OF DESTINATION:** All materials shipped to the Owner must be shipped F.O.B. DESTINATION unless otherwise stated in the contract. The materials must be delivered to the "Ship To" address indicated on the purchase order.
44. **REPLACEMENT:** Materials or components that have been rejected by the Procurement Division, in accordance with the terms of the contract, shall be replaced by the Contractor at no cost to the Owner.

45. **PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

1. Purchase Order Number,
2. Name of Article and Stock Number,
3. Quantity Ordered,
4. Quantity Shipped,
5. Quantity Back Ordered,
6. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

## BIDDER/CONTRACTOR REMEDIES

46. **PROTEST OF AWARD OR DECISION TO AWARD:** Any Bidder/Offeree who desires to protest the award or decision to award a contract, by either Fauquier County or The School Board of Fauquier County, shall submit such protest in writing to the County Administrator (if the award or decision to award was made by Fauquier County) or the Superintendent of Schools (if the award or decision to award was made by the School Board of Fauquier County), no later than ten (10) days after public notice of the award or announcement of the decision to award, whichever comes first. No protest shall lie for a claim that the selected bidder/Offeree is not a responsible Bidder/Offeree. The written protest shall include the basis for the protest and the relief sought. The County Administrator or the Superintendent of Schools, as the case may be, shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the bidder/offeree appeals within ten (10) days of the written decision by instituting legal action as provided in Section 7.8 C of the Procurement Policy. Nothing in this paragraph shall be construed to permit an offeree to challenge the validity of the terms or conditions of the solicitation.
47. **DISPUTES:** Contractual claims, whether for money or other relief, shall be submitted in writing to the Superintendent of Schools (if the claim is against the School Board of Fauquier County) or the County Administrator (if the claim is against Fauquier County) no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the Work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amount agreed due in the final payment. A written decision upon any such claims will be made by the School Board (if the claim is against the School Board of Fauquier County) or the County Board of Supervisors (if the claim is against Fauquier County) within sixty (60) days after submittal of the claim. The Contractor may not institute legal action prior to receipt of the School Board or Board of Supervisor's (whichever is applicable) decision on the claim unless the applicable party fails to render such decision within sixty (60) days. The decision of the School Board or Board of Supervisor's (as applicable) shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim, initiates legal action as provided in Section 2.2-4364 of the Code of Virginia. Failure of the School Board or Board of Supervisors to render a decision within sixty (60) days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. Should the School Board or Board of Supervisors (as applicable) fail to render a decision within sixty (60) days after submittal of the claim, the Contractor may institute legal action within six (6) months after such 60-day period shall have expired, or the claim shall be deemed finally resolved. No administrative appeals procedure pursuant to Section 2.2-4365 of the Code of Virginia has been established for contractual claims under this contract.

48. **VIRGINIA FREEDOM OF INFORMATION ACT:** All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
  - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of bids but prior to award, except in the event that the Owner decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the Owner decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
  - c. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
  - d. Nothing contained in this section shall be construed to require the Owner, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous to the Owner.

49. **USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS:** Bidders are advised that all resultant contracts will be extended, with the authorization of the Bidder, to Northern Virginia Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and Political Subdivisions of the Commonwealth of Virginia to permit their ordering of supplies and/or services at the prices and terms of the resulting contract. If any other jurisdiction decides to use the final contract, the Contractor must deal directly with that jurisdiction or political subdivision concerning the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. Fauquier County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your bid/proposal.

It is the awarded vendor's responsibility to notify the jurisdictions and political subdivision of the availability of the contract.

Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

Fauquier County shall not be held liable for any costs or damage incurred by another jurisdiction as a result of any

award extended to that jurisdiction or political subdivision by the awardee.

50.

**AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to this contract for five years after final payment, or until audited by the Owner, whichever is sooner. The agency, its authorized agents, and/or Owner auditors shall have full access to and right to examine any of said materials during said period.

ATTACHMENT A  
**DIVISION OF RISK MANAGEMENT**  
**INSURANCE CHECKLIST**

Items marked "X" are required to be provided if award is made to your firm.

Required	Coverage Required	Limits (figures denotes minimum)
<u>  X  </u>	1. <b>Worker's Compensation</b> and Employers' Liability; Admitted in Virginia Employers' Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best's Guide Rating-A-VIII or better, or its equivalent	1. Statutory Limits of the Commonwealth of VA Yes \$100,000/\$500,000/\$100,000 Statutory Statutory
<u>  X  </u>	2. <b>Commercial General Liability</b> General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better, or its equivalent	2. \$1,000,000 Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$50,000 Per Occurrence
<u>  X  </u>	3. <b>Automobile Liability</b> Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best's Guide Rating-A-VIII or better, or its equivalent	3. \$1,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence
<u>    </u>	4. Prof. Errors and Omissions Best's Guide Rating-A-VIII or better, or its equivalent	4. \$1,000,000 Limit Each Occurrence
<u>    </u>	5. Garage Liability	5. \$1,000,000 CSL Each Occurrence
<u>    </u>	6. Garage Keeper's Legal Liability Best's Guide Rating-A-VIII or better, or its equivalent	6. a) Maximum Value of One Vehicle b) Maximum Value of All Vehicles Held by Contractor
<u>    </u>	7. Umbrella Liability Best's Guide Rating-A-VIII or better, or its equivalent.	7. \$1,000,000
<u>    </u>	8. Other Insurance:	
<u>  X  </u>	9. <b>County and/or Schools named as additional insured on Auto and General Liability Policies.</b> (This coverage is primary to all other coverage the County and Schools may possess and <b>must be shown on the certificate.</b> )	
<u>  X  </u>	10. 30 day written cancellation notice required, 15 day cancellation notice required for non-payment to Fauquier County and/or School Board – Ref. Code of Virginia Section 38.2-231. <b>Also, the words</b> <b>"endeavor to" and "failure to mail such notice"</b> <b>clause shall be removed from the cancellation notice.</b>	
<u>  X  </u>	11. <b>The Certificate must state Bid/RFP No. and Bid/RFP Title.</b>	
<u>  X  </u>	12. <b>Contractor shall submit Certificate of Insurance within five business days from notification of award.</b>	

OFFEROR STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

RETURN THIS PAGE

**PROPOSAL FORM (Pages 16-21)**

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS**

**RFP#17-07kh  
Recycling System**

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I. Contact Information (Please print or type):**

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

**II. Describe automation & system controls:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Describe operator & preventative maintenance training program (to begin after complete installation and acceptance by Owner (2 days, 3 employees):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. Discuss schematic design of equipment lay-out:**

\_\_\_\_\_

\_\_\_\_\_

**V. Discuss Contractor specifications for pit excavation & construction:**

\_\_\_\_\_

\_\_\_\_\_

**VI. Describe automated glass sorting system (option) and installed price:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*RETURN THIS PAGE\*\***



**VII. Describe automated plastic sorting system (option) and installed price:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. Describe automated aluminum can sorting system (option) and installed price:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Lease Purchase Financing Available: If Yes, provide interest rate and length of lease period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offeror shall attach warranty for all equipment. Warranty shall be for a minimum of 2 years, 4000 hours.

Offeror should provide diagrams of proposed equipment system.

Offeror shall describe any Owner responsibilities for equipment installation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Offeror may attach additional sheets if necessary\*\***

**\*\*RETURN THIS PAGE\*\***

**IX. Proposal Pricing:**

**A. Sorting System to Process Household Recyclable Materials**

**Offerors should provide diagrams of their proposed equipment system**

<b>Item</b>	<b>Equipment Description</b>	<b><u>Model #</u> (Offeror Must Attach Detailed Specifications for All Offered Equipment)</b>	<b>Offeror Installed Price</b>
A1	<u>In-Pit Conveyor</u> Exterior (outside) pit location, parallel to building wall, separated from building by a push wall. Lower (below grade) horizontal area minimum 15 feet length.		
A2	<u>Incline Conveyor &amp; Screen</u> Receives material from In-Pit Conveyor, situated at 90 degrees to In-Pit Conveyor, rises above ground level & penetrates building wall. Screen removes small trash items (i.e., tops) Discharges material onto sorting conveyor		
A3	<u>Magnetic Separator</u> Separates steel/tin cans.		
A4	<u>Elevated Sorting Platform &amp; Conveyor</u> Horizontal conveyor to allow sorters to manually open bags, and sort recyclable materials (glass, cans, plastic) into Storage Bins; sorters will recover aluminum cans, plastic bottles & 3 glass. Trash is negative sort at end of conveyor.		
A5	<u>Storage of Sorted Materials</u> Bulk storage is required for steel cans, aluminum cans, plastic-1, plastic-2, plastic 3/7, other. Three colors of glass will be sorted and discharged by gravity through chutes to outside roll-off containers.		
A6	<u>Conveyor/Incline Conveyor</u> Direct feed from storage system into hopper/baler.		
A7	<u>Horizontal Baler</u> Propose baler with auto wire tie & needed accessories. See pages 20-21 - <u>approximate</u> specifications.		
A8	<u>Operator &amp; Mechanic Training Program</u> Comprehensive operator & preventative maintenance training program (to begin after complete installation & acceptance by Owner; minimum requirement 2 days, 3 employees).		
	<b>Total Proposed Cost for Items A1-A8</b>		

**\*\*RETURN THIS PAGE\*\***

**B. Sorting System to Process Large, Bulky Items (carpet, cardboard & miscellaneous plastics)**

**Offerors shall provide diagrams of their proposed equipment system**

<b>Item</b>	<b>Equipment Description</b>	<b><u>Model #</u> (Offeror Must Attach Detailed Specifications for All Offered Equipment)</b>	<b>Offeror Installed Price</b>
B1	<u>In-Pit Conveyor</u> Exterior (outside) pit location, perpendicular to building wall & separated by a push wall. Large conveyor belt to handle OCC, carpet, vinyl siding, etc.		
B2	<u>Incline Conveyor</u> (from pit to hopper/baler) Include screen to remove fines		
B3	<u>Horizontal Baler</u> Propose horizontal baler with auto-tie ability		
B4	<u>Operator &amp; Mechanic Training Program</u> Comprehensive operator & preventative maintenance training program (to begin after complete installation & acceptance by Owner; minimum requirement 2 days, 3 employees).		
	<b>Total Proposed Cost for Items B1 – B4</b>		

**Total of all items A1-A8:** \$ \_\_\_\_\_

**Total of all items B1-B4:** \$ \_\_\_\_\_

**GRAND TOTAL OF ALL ITEMS** \$ \_\_\_\_\_

**\*\*RETURN THIS PAGE\*\***

### Horizontal Baler Approximate Specifications

Category	Approximate Specification (Blank = Minimum Value Not Applicable)	Offeror Must Indicate Compliance and/or Deviations From Specifications	Owner Use (for equipment check-in)
<b>General</b>			
Weight	30,000 lbs		
Construction	Frame & compression chamber must be constructed of heavy steel plates and reinforcing ribs		
Hopper opening	40 in x 60 in		
Hopper height	90 in		
Infrared actuators	4 sets		
Automation package	Describe		
Average cycle time (no load)	20 sec		
Eject cycle time (4 ties)	30 sec		
Auto wire tier	Required		
Bale size	30 in x 45 in x 60 in		
Ram shear blade	replaceable & reversible		
Body shear blade	replaceable & serrated		
Operator center with baler & conveyor controls	adjacent/accessible by sorters; push buttons & switches		
Steel liners	floor, sides & platens; replaceable & abrasive resistant hardened alloy steel		
Paint (Color)	Baked on (selected by Owner)		
Bale Table	5 feet		
Operational & service manuals	2 sets		
Rams	Wear surfaces covered by replaceable high abrasion resistant plate liners		
Bale door	Heavy structural & steel plate welds and fitted with high abrasion resistant liners		
<b>Hydraulics</b>			
Air to Oil Cooler	1 hp		
Circulating Pump	2 hp		
Filter	10 micron replaceable element		
Pressure	3000 psi		
Oil Heater	1000 watt, thermostatically controlled		
<b>Electrical</b>			
Main Motor	50 hp		
Main Voltage	460 volt, 3 phase, 60 hertz		
Wiring	Protected within attached rigid steel conduits		
Starters	Across the line, overload protection, reduced voltage starting		
<b>Pressure</b>			
Compressing Force	125 psi		
Ejector Force/Ram Face Pressure	80 psi		

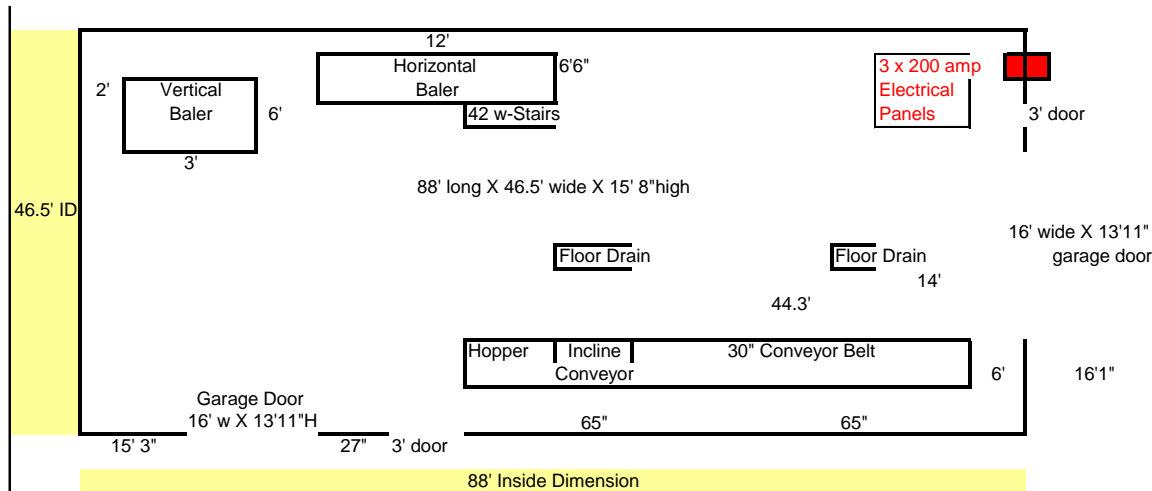
\*\*RETURN THIS PAGE\*\*

**Horizontal Baler Performing Ratings for Materials**

<b>Material</b>	<b>Approximate Performance Ratings</b>	<b>Offeror Must Provide Performance Ratings For Proposed Horizontal Baler</b>
Corrugated Cardboard (OCC)	Density: 23 lbs/cu ft Bale Weight: 1150 lbs Production: 6 tons/hour	Density: _____ lbs/cu ft Bale Weight: _____ lbs Production: _____ tons/hour
Newsprint (ONP)	Density: 28 lbs/cu ft Bale Weight: 1400 lbs Production: 11 tons/hour	Density: _____ lbs/cu ft Bale Weight: _____ lbs Production: _____ tons/hour
UBC Aluminum	Density: 16 lbs/cu ft Bale Weight: 800 lbs Production: 2-4 tons/hour	Density: _____ lbs/cu ft Bale Weight: _____ lbs Production: _____ tons/hour
Steel/Tin Cans	Density: 24-30 lbs/cu ft Bale Weight: 1200 – 1500 lbs Production: 8-10 tons/hour	Density: _____ lbs/cu ft Bale Weight: _____ lbs Production: _____ tons/hour
Plastic Bottles	Density: 20 lbs/cu ft Bale Weight: 1000 lbs Production: 2-4 tons/hour	Density: _____ lbs/cu ft Bale Weight: _____ lbs Production: _____ tons/hour

**\*\*RETURN THIS PAGE\*\***

# Attachment 1 - Schematic of Present Recycling Facility



# Attachment 2 - Schematic of Future Recycling Facility

